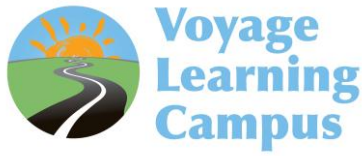


# VOYAGE LEARNING CAMPUS



## VOLUNTEER PROCESS

## **VOYAGE LEARNING CAMPUS (VLC) VLC VOLUNTEERS PROCEDURE**

*To be read in conjunction with the following documents:*

- ***VLC Safeguarding Policy***
- ***Keeping Children Safe in Education***

### 1. Introduction

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community.

A volunteer is an unpaid adult who provides support to our pupils. Our volunteers may include:

- Students wishing to teach.
- Members of the local community who are studying to work in related fields.
- SMSAs attending Child Care courses.
- Short term work experience placements

### 2. Applying to become a Volunteer

Anyone wishing to become a volunteer will be asked to complete a Volunteer Application form (**Appendix A**) and submit this with their CV and a covering letter stating why they wish to volunteer and the skills they would bring.

Volunteers will be invited to a centre visit for an introductory visit with a member of the Senior Leadership team.

Before starting in school and to ensure the safety of our pupils at all times, the school will undertake a Volunteer Risk Assessment to ascertain if there is a requirement for a DBS to be carried out;

- Where the volunteer will be in regulated activity a DBS must be carried out.
- Where the volunteer is not in regulated activity, the risk assessment will provide a low, medium or high risk score which will determine if a DBS is required.

Suitable references for other work with children (either paid or unpaid) will be sought for all Volunteers.

### 3. Volunteer Induction

Following all appropriate recruitment checks, Volunteers will be appointed to a senior member of staff and a full induction programme will be undertaken which will include mandatory safeguarding and prevent training.

Volunteers will be asked to acknowledge that they have read and understood the school's Code of Conduct for Volunteers (**Appendix B**) and the Safeguarding & Child Protection Policy.

All volunteers will receive supervision and support from the staff at the Centre in order to develop their skills and knowledge. Where appropriate, training opportunities available to staff are also offered to volunteers.

#### 4. Confidentiality

Volunteers in the centre are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the teacher and NOT the parent/carer of the pupil.

If, in the process of your work with a student, that student discloses personal and private information about themselves, their friends or their family/carers you must immediately share that information with the teacher with whom you are working. If they are not immediately available please contact the Assistant Vice Principal at your centre.

Any personal information about students and/or their families or carers or details of the work done with them is always strictly confidential and must not be discussed with anyone other than VLC staff.

Volunteers who are concerned about anything in the centre, which may affect their work should raise the matter with the Assistant Vice Principal or appropriate senior member of staff. Any information gained at the centre about a child should remain confidential.

#### 5. Supervision

All volunteers will be appointed and will work under the supervision of a designated supervisor. Volunteers must be aware that Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from their designated supervisor as to how any activity is carried out and what the expected outcome of an activity is. In the event of any issues regarding the pupils' understanding of a task, behaviour or their welfare, volunteers must seek guidance from their designated supervisor.

#### 6. Health and Safety

The VLC has a Health and Safety Policy which is available to all staff and volunteers working in the school. The Assistant Vice Principal will ensure that volunteers are clear about emergency procedures (e.g. fire alarm, evacuation, lockdown) and about any safety aspects associated with particular tasks (e.g. using cooking equipment or DT equipment). Volunteers need to be vigilant and exercise due care and attention at all times, reporting any obvious hazards or concerns to the Assistant Vice Principal in the first instance.

The Local Authority's Third Party Liability Policy for employees extends to indemnify Volunteers while they are carrying out agreed and pre-authorised activities in respect of their legal liability for claims for third party personal injury or third party property damage.

If a Volunteer causes injury or damage to either themselves or a third party, the appropriate reporting procedures must be followed and full details must be given to the person who authorised the activity and/or the Volunteers designated supervisor.

#### 7. Complaints Procedure

Any complaint will be dealt with promptly. If you have a complaint, speak in the first instance, to the School Operations Manager who will investigate the situation and try to resolve the problem to your satisfaction.

If you are not satisfied with the response of the School Operations Manager please raise the issue with the Assistant Vice Principal.

If your complaint is still not resolved you may write to the VLC Principal who will investigate your complaint and then respond in writing. The decision of the VLC Principal is final.

**Appendix A**



**VOLUNTEER APPLICATION FORM**

Full Name:		
Address:		
Email Address:		
Home Telephone:		
Mobile:		
Connection to the school (where applicable)		
Your Availability & Preferred hours		
Please tell us about any relevant skills, training, qualifications, previous volunteering experience or relevant employment:		
<b>Do you have a preferred age range you would like to volunteer with?</b>		
Key Stage Two	Key Stage Three	Key Stage Four

<b>References</b>	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No.	Tel No.
Email address:	Email address:
In what capacity are you known?	In what capacity are you known?
Signed:	
.....	
Name	
.....	
Date:	
.....	

**Please return this application form, along with a covering letter to**

**[jemma.howells@voyagelearningcampus.org.uk](mailto:jemma.howells@voyagelearningcampus.org.uk)**

## Appendix B

### **VLC Volunteer Code of Conduct**

In order for volunteers to be aware of the expectations upon them when working at a centre the following code of conduct for volunteers has been devised.

While helping in the Centre, volunteers are entitled to be treated with the respect and in a manner appropriate to a member of staff.

Volunteers are expected to

- Adhere to the VLC Safeguarding Policy.
- Adhere to the VLC Health and Safety policies and practices.
- Adhere to the VLC's no smoking policy within any school building or grounds.
- Treat what they see and hear in the school as confidential.
- Any personal information about pupils and/or their families/carers or details of the work done by them is always strictly confidential and must not be discussed with anyone other than VLC staff.
- Arrive on time and ready to start the agreed task. If they must cancel, the volunteer is asked to call the office as soon as possible.
- Leave all matters of discipline to the teacher with responsibility.
- Accept direction and supervision.
- Present as a positive role model.
- Dress in a manner that is appropriate for professional working in a school.

**Where a Volunteer will be using any form of IT equipment, then an IT acceptable use agreement form must also be signed.**

Signed .....

Name .....

Date .....